From: Villanueva, Philip [Villanueva.Philip@epa.gov]
Sent: 1/6/2021 4:26:32 PM
To: OPP HED TEB [OPP_HED_TEB@epa.gov]; OPP HED CEB [OPP_HED_CEB@epa.gov]
Subject: RE: Branch meeting today -- agenda
Attachments: QRG-onedrive-epa-top5-reasons.pdf

I couldn't find the OneDrive document I sent to Hrdy, but the attached one is from the link in our admin updates. Looks like it came out in Aug 2019, so it may be the one I sent him. Anyhow, it is a good intro to setting up OneDrive. Don't let the 8 pages intimidate you, it's mostly screenshots. Let me know if you need any help setting it up.

From: Villanueva, Philip
Sent: Wednesday, January 06, 2021 9:00 AM
To: OPP HED TEB <OPP_HED_TEB@epa.gov>; OPP HED CEB <OPP_HED_CEB@epa.gov>
Subject: FW: Branch meeting today -- agenda

Admin updates included.

From: Miller, David <Miller.DavidJ@epa.gov>
Sent: Wednesday, January 06, 2021 8:38 AM
To: OPP HED CEB <OPP_HED_CEB@epa.gov>; OPP HED TEB <OPP_HED_TEB@epa.gov>
Subject: FW: Branch meeting today -- agenda

I.   Roll Call

II.   Admin Update (shortened)

PeoplePlus Work Codes
- Selecting the appropriate code helps OCSPP to accurately report costs associated with each project code and avoid payroll reconciliation
- To ensure your time is appropriately charged to the correct codes, you must record the right project code and hours related to your work
- For staff that works on activities under multiple project codes, you should establish the practice of recording your time on a daily basis
- PRD strictly FIFRA and the rest of the divisions report time to FIFRA and/or PRIA.
- For staff that report directly to a FIFRA and/or PRIA code , here is an electronic version of the codes with their

descriptions à https://intranet.epa.gov/pesticides/reference/budget/work-codes/codes.pdf

- For the mandatory online and in person trainings use 900 (Non-designated OPP Program Activities) Indirect Work Code X0320900xxxxxxx
- For employees working on COVID-19 related activities use CV320900xxxxxxx

Ex. 5 Deliberative Process (DP)

Network File Server Maintenance at EPA Headquarters
- On Friday Jan 8 between 6:00 – 9:00am OMS will perform maintenance on headquarters network file servers
- While OMS is working on your organization's file servers, files stored on those servers will be inaccessible
- This maintenance will not impact OneDrive, SharePoint and Teams files
- Close all network files that you have open the night before your maintenance window
- OMS will restore file access by 9:30am

OneDrive Folder Redirection
- The OneDrive Team is implementing Folder Redirection to consolidate individual files into one location on each person's computer
- This will take place completely in the background—you do not need to take any action

- Files in your Contacts, Desktop, Documents, Downloads, Favorites, Links, Music, Pictures, Searches, and Videos folders will be redirected to OneDrive
- Do not open any files or applications during this time. Access your email and web-based O365 applications via My Workplace
- After the transition, files can be accessed from OneDrive
- There are a few situations in which your files may not be redirected to OneDrive
  - If there are any files or folders that can't sync to OneDrive (e.g. the name is too long or the file is too large, for example, database files), you will receive a notification on your desktop with instructions
  - If your files are already being redirected to another location, then your data will be transitioned to OneDrive at a later time
- The week of January 11th 2021, OCSPP employees will receive a BigFix Action Request for "OneDrive Folder Redirection"
  - When you see this popup please click "Take Action"
  - Read acknowledgement statement and Click "Ok"
  - Wait for OneDrive Folder Redirection to complete. This can take between 1-20 minutes, depending on your local file size
- If you happen to be out of the office during the BigFix notification, you will receive once you login back on to your device. You will be required to complete this action within 24 hours of receipt or it will automatically initiate and complete
- We are asking all employees to become familiar with OneDrive, review guidance documents provided, watch videos, and attend a briefing or training
  - Read the OneDrive guidance document
  - Watch the video
  - Sign up for a training (or watch the recorded training)
  - Visit the OneDrive site
- For assistance with using OneDrive, contact the How-to Help Center at 1-866-411-4372, Option 6
- For technical issues, contact the Enterprise IT Service Desk (EISD) at 1-866-411-4372 or your local helpdesk
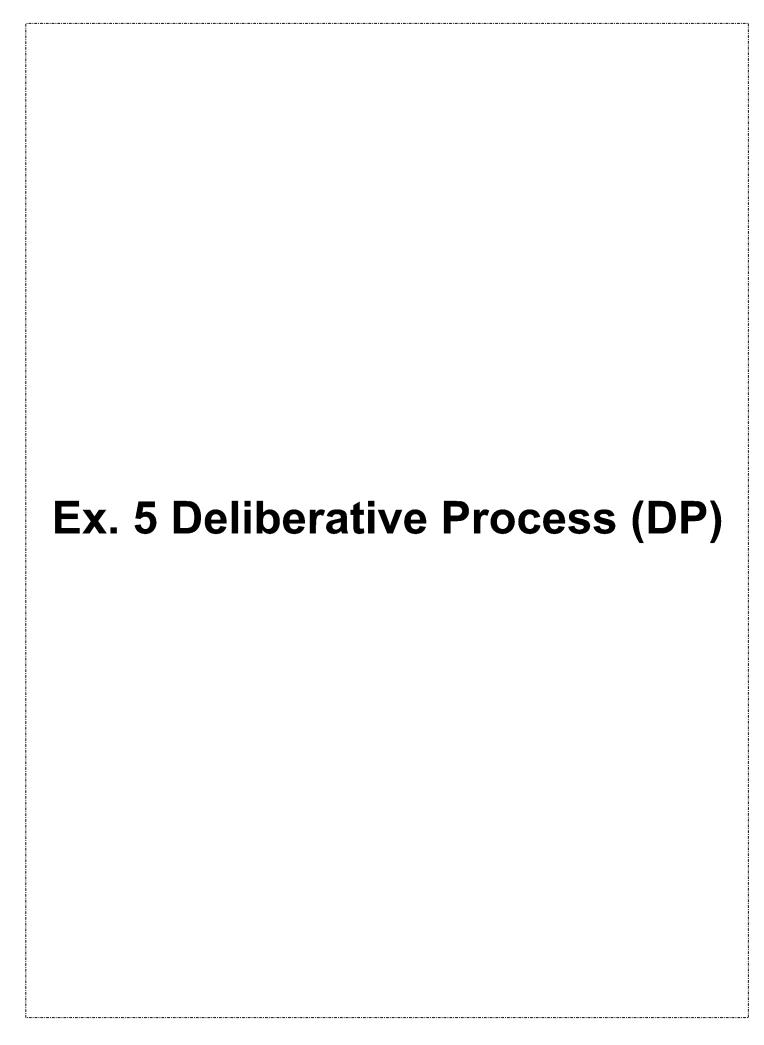
Windows 10 Update, Version 1909

- During January, February and March, the Office of Mission Support will update all Windows 10 systems with performance and security enhancements
- Due to our telework environment, you may have to connect to the Pulse Secure (VPN network) to receive the update
- If you cannot connect to the VPN, please contact the Enterprise IT Service Desk at 1-866-411-4EPA (4372) or email eisd@epa.gov immediately
- Soon, OMS will send an email containing important information about your update. Please monitor your inbox for that email
- For the current update schedule, please visit the Windows 1909 Deployment Schedule
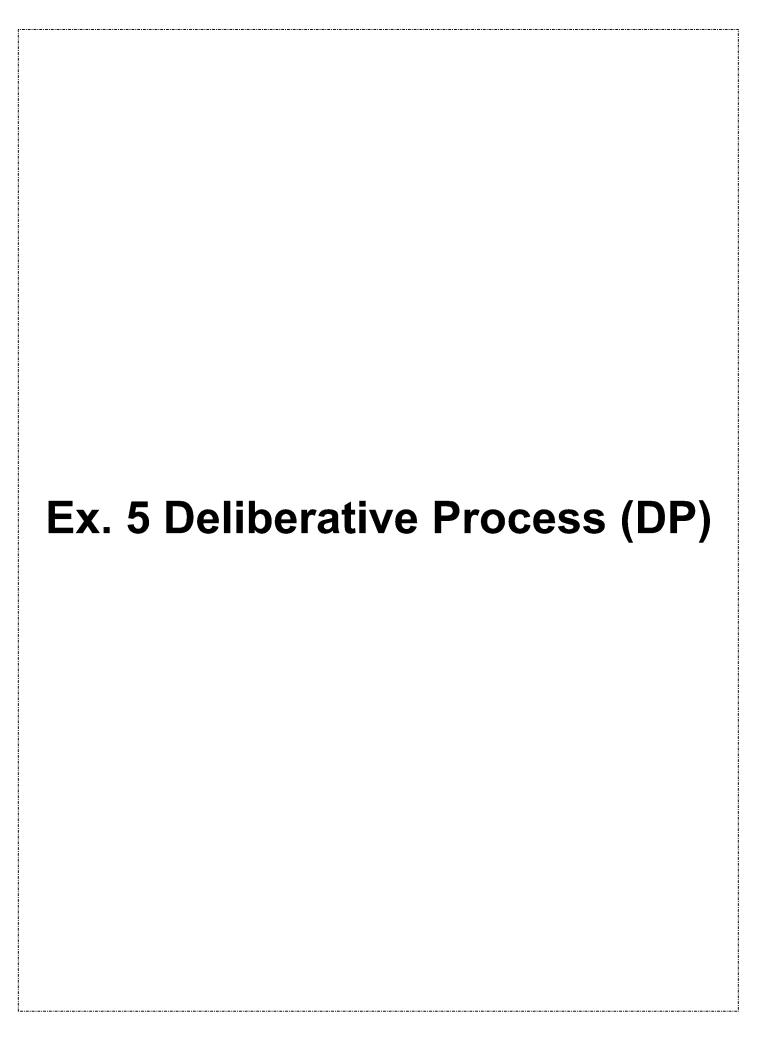 - Currently OCSPP is Feb 8-12

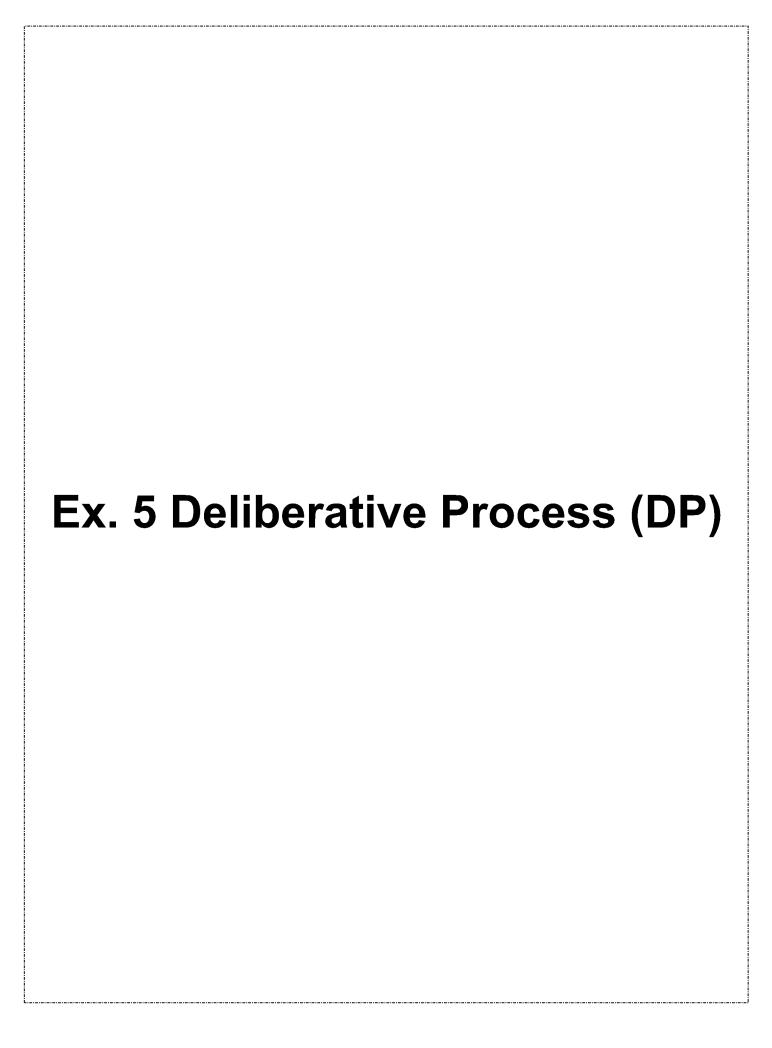## 2020 National Training Needs Assessment Survey

- Please see the December 4th Mass Mailer announcing the launch of the Agency's annual Training Needs Assessment Survey
- All eligible employees should have received an email from their local Training Officer or Coordinator with a link to the survey. Participation is voluntary and responses are confidential
- The information shared will enhance workforce development in the Agency by directly influencing the training and development programs offered over the next year
- The survey closes on January 22, 2021
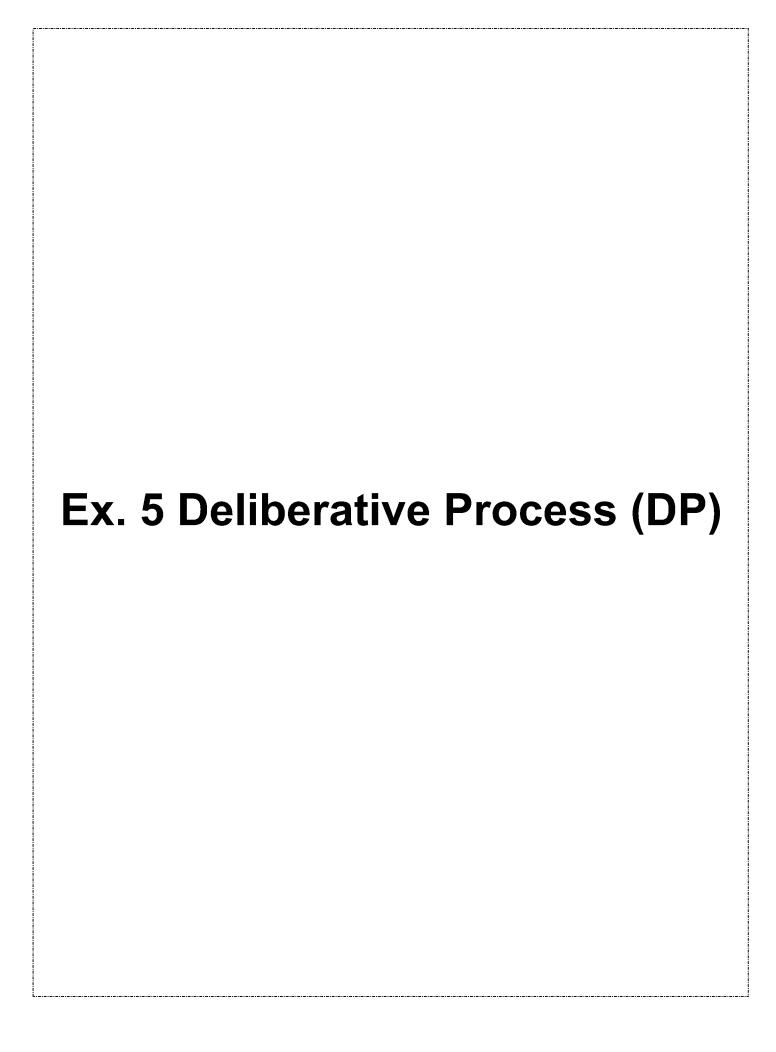- If you have any questions, please contact your Training Officer or Coordinator

Skype to Teams Transition

- Reminder: Skype will be discontinued on January 31
- If you or your team are not yet using Teams, now is the time to start. We encourage you to take the following actions to prepare for this transition. For more details, you can refer to the Skype to Teams Transition Checklist
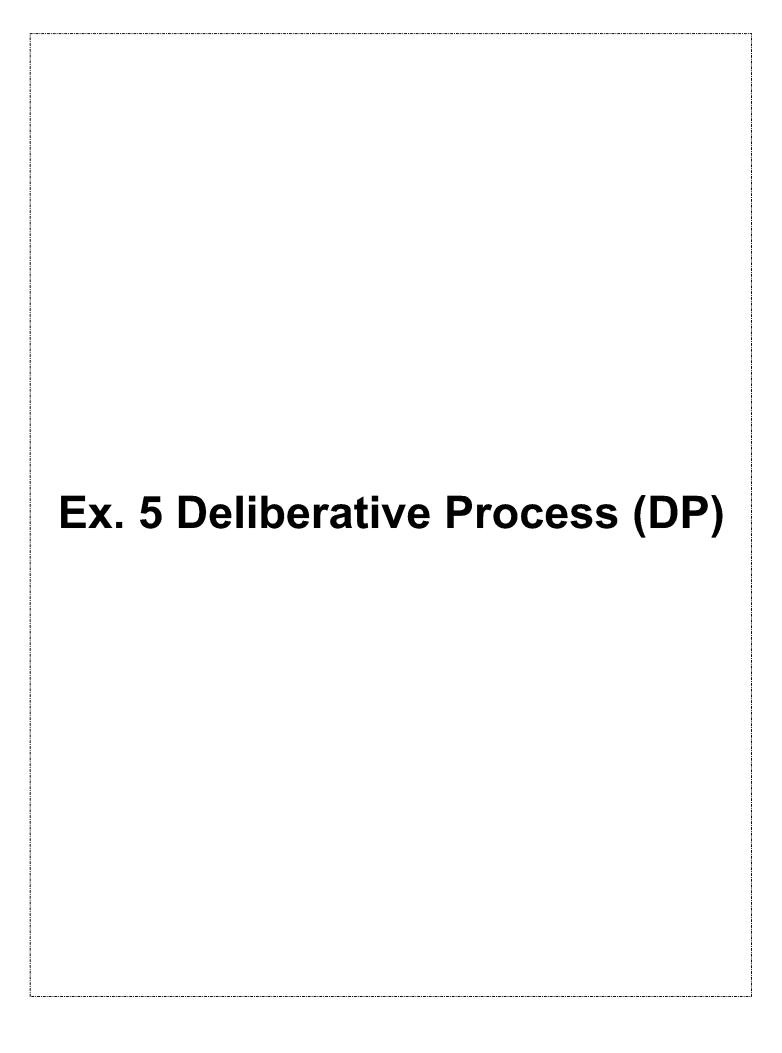
III. Ongoing work/activities update

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

IV.   Open Discussion/Roundtable

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Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

> # Ex. 5 Deliberative Process (DP)

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